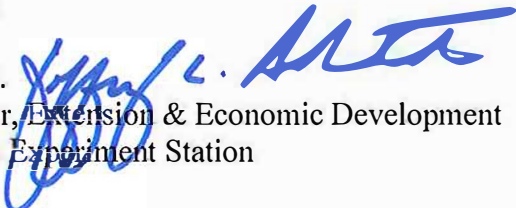




23 April 2018

MEMORANDUM

To: County Extension Directors

From: Jeffrey C. Silvertooth, Ph.D. 
Associate Dean and Director, Extension & Economic Development
Associate Director, Arizona Experiment Station

Subject: Extension Administrative policies associated with 4-H Youth Development programs

The 4-H Youth Development (YD) programs in the Cooperative Extension System (CES) represent one of our foundations and critical areas of program development. The 4-H YD programs that operate in the CES must comply with policies established by the CES, the College of Agriculture and Life Sciences (CALs), and the University of Arizona (UA).

The 4-H YD programs in the CES operate in cooperation with the 4-H Foundation, county fairs, and other youth-based programs across the state. Accordingly, it is important for us to recognize the delineations in these relationships and the distinct boundaries and responsibilities associated with the 4-H YD programs that are a part of the CES, CALs, and UA.

All 4-H YD programs operating in the CES must follow all guidelines and policies established by the CES in compliance with CALs and the UA. There are absolutely no exceptions to this policy.

Please be sure to communicate these policies and guidelines to the 4-H personnel in your units. Additionally, please ensure that the 4-H YD personnel in the CES in your units are communicating this information clearly and accurately to all volunteers and associated personnel in the county that are working with 4-H YD programs.

We have a responsibility to our communities and particularly the youth and families that are working with us in our 4-H YD programs to provide operations that are legal and have the highest level of professional integrity. We teach and support those principles in our 4-H YD programs and it is absolutely essential that we demonstrate those principles and values in the way in which we conduct our own business with 4-H YD.

Your cooperation is greatly appreciated. If there are questions or comments relative to any of this, please feel free to contact me at your earliest convenience.